173

WINDOWS SECRETS

PC MAGAZINE

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PC
MAGAZINE

Tips, techniques, macros and routines for getting the most out of Windows and your Windows applications.

A compilation of 173 useful tips on the most effective ways to use Microsoft Windows applications.
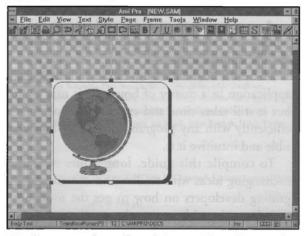
Microsoft boasts that you can learn any Windows application in a matter of hours. This may be true, but it still takes time and experimentation to work efficiently with any program, no matter how accessible and intuitive it is.

To compile this guide, long hours were spent exchanging ideas with readers and contributors and grilling developers on how to get the most out of Windows. In addition to the application-specific tips, you'll find valuable hints on using Windows itself sprinkled throughout this collection.

These tips, routines and macros are sure to make working with Windows even easier, faster and much more productive.

WORD PROCESSING

Ami Pro 3.0

Keeping graphics in their place

Need to stop a frame from being accidentally moved or resized? Lock it in place with a blank macro. First create a dummy macro, choose Tools/Macros/Record, name the macro DUMMY.SMM, and press Enter to return to the document screen. Then choose Tools/Macros/End Record.

Now select the frame and choose Frame/Modify Frame Layout. Put an X in the Run Macro check box, and select

DUMMY.SMM as the macro to run. Click on OK to return to your document. Choose File/Doc Info, make sure that Run Frame Macros is selected, and click on OK. Your frame can't be moved or resized, although it can be deleted. If you need to adjust the frame, choose File/Doc Info, and deselect Run Frame Macros.

Editing while you print

Tired of waiting for Ami Pro to finish sending your document to the printer? Choose Tools/User Setup/Options, and select Print in Background. When you print a document, Ami Pro returns control to you faster, so you can continue working. However, your documents may take somewhat longer to finish printing.

Note: when using Ami Pro, turn off Print Manager when you use the Print in Background feature to avoid long printing times. Run the Control Panel from Program Manager, choose Printers, and clear the Use Print Manager check box. Then click on OK and exit the Control Panel.

Designing your own recent files list

The File menu in Ami Pro lists the last few files you worked on, so they're easy to access when you need them. If you don't want these files listed (to discourage snoops from finding your files) or if you want to see a different number of files, choose Tools/User Setup and change the Recent Files number to anything from 0 to 5.

Adding your own macros to Startup

To run your favourite macros every time Ami Pro starts, use the autorun macro. Choose Tools/Macros/Playback, select AUTORUN.SMM and click on OK. Pick the macros you

want to run from the list on the left-hand side, and click on Install to add them to the list of macros Ami runs whenever it starts. When you've finished, click on OK.

Inserting special characters painlessly

Two macros which are included with Ami Pro 3.0 make it simple to insert special characters into your documents. For easy access to the Windows Character Map utility, choose Tools/ Macros/Playback, select CHARMAP.SMM from the AMIPRO\MACROS subdirectory, and click on OK. Now choose Edit/Insert/Special Characters to call up the Character Map. Select the font you want to use, and double-click on characters to copy them to the clipboard. When you exit Character Map, Ami will insert the copied characters into your document.

To insert ANSI characters easily, choose Tools/Macros/ Playback and select TYPECHAR.SMM. This macro adds a Chars menu to your menu bar. Choose Chars/Select Characters to pick characters. Select the ones you want, and click on Insert to place them in your document.

For easy access to characters you frequently use, click on Add to Menu to put the selected character on the Chars menu. When you've finished, click on OK. Choose Chars/Exit Chars to remove the Chars menu when you've finished inserting characters.

Linking documents for up-to-date files

Text can be linked between two Ami Pro documents so changing the text in one file automatically updates the information in the other document. Even though you can't use Dynamic Data Exchange (DDE) to link Ami documents, the Bookmarks feature does the trick. Just bookmark a block of

text in one document, and use a power field to insert the text in another.

To bookmark text in the source file, select the text and choose Edit/Bookmarks. Type a bookmark name and click on Add. Bookmarks are usually invisible, but to view them, choose View/Show Power Fields. Ami Pro displays book-marked text in angle brackets.

Save the source file and switch to the destination file. Move the cursor to where you want the linked text to appear. Choose Edit/Power Fields/Insert. In the Fields box, select Include. Move the cursor to the Insert box. After the word Include, type a quotation mark, followed by the path and filename of the source file. After the path and filename, type an exclamation mark and the name of the bookmark, fol-lowed by another quotation mark. For example, the follow-ing line inserts the text of the bookmark named QUOTE, which is in SPEECH.SAM:

```
Include C:\AMIPRO\DOCS\SPEECH.
SAM!QUOTE'
```

Now click on OK. Ami Pro will insert the text of the book-mark that you've specified. To switch between viewing the power field and the text it inserts, you should choose View/Show Power Fields.

When you change the bookmarked text in the source file, you need to update the Include field in the destination file. Choose Edit/Power Fields/Update All in the destination file. To make Ami Pro update the Include power field every time you open the document, move to the Include field and choose Edit/Power Fields/Insert. Check the Auto Run box, and click on Cancel.

EDITING YOUR SYSTEM FILES

Do you spend a lot of time fine-tuning your system for Windows? Windows has a secret weapon to ease the load. The System Configuration Editor pops up your WIN.INI, SYSTEM.INI, CONFIG.SYS and AUTOEXEC.BAT files ready for a quick edit.

To make the Editor a permanent feature on your desktop, select File/New/Program Item and click OK. Enter System Editor in the Description box, type SYSEDIT in the command-line box and click Enter. Whenever you need to tweak your configuration, click on the program icon for a simple text editor with four stacked windows—one for each configuration file.
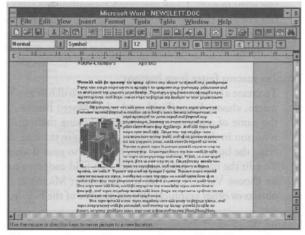
Microsoft Word for Windows

Aligning text

Letterheads, headers and footers often call for left-aligned, right-aligned and centred text all on the same line. Word for Windows' (WinWord) standard text formatting can't do this, but the Table feature can.

To mix all three alignments on a line, place the insertion point where you want the line to appear, and choose Table/Insert Table. Specify three columns and one row for your table, and click on OK. Select the entire table, choose Format/Paragraph, and make sure that Indentation is set to zero on the left and the right-hand sides. Then type text in each of the cells, and use the paragraph-justification buttons on your toolbar to select left justification for the left-hand cell, centred justification for the middle one, and right justification on the right-hand side, giving you multiple alignment on one line.

Banishing white space with text wrap

You can make text flow around a graphical object such as a chart or PCX file by using a frame. Position the cursor on a blank line (containing only a carriage return), and select Insert/Picture. Select the graphics file you want to insert and click on OK.. Click on the image. Select Insert/Frame to put a frame around the graphic. (If you're not already in Page Layout view, answer Yes when WinWord asks you if you want to switch.) If there's room between the margins, the text will wrap around your graphic. If you want to turn off text wrap around a frame, select the frame and choose Format/Frame/Text Wrapping/None.

Copying character formatting

To copy character formatting quickly, highlight the text you want to change, hold down Ctrl-Shift, and click with the left-

hand mouse button on any area of text with the formatting you want to copy. Copy paragraph formatting the same way, but click in the selection bar to the left of the paragraph whose formatting you want to copy. This feature may work erratically with Word 2.0 releases prior to 31 August 1992.

Running macros faster from buttons

To create a button in your document that will run any Word macro, choose Insert/Field, and select Macro Button. Type the name of a macro immediately following the term macrobutton in the Field Code box, then type in the text identifying the button. Click on OK to return to your document. To edit the macro button, ensure that field codes are turned on choose View/Text. You can also insert Microsoft Draw objects or other graphical objects in place of the button text.
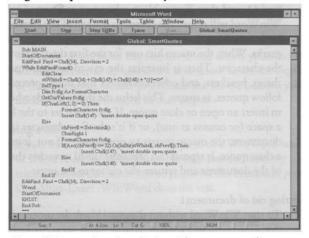
Making WinWord fill the screen

There's an easy way to eliminate WinWord's annoying tendency to open with a different window size every time it starts up. Create a macro that maximises WinWord, and call it AUTOEXEC to get WinWord to run the macro whenever it starts. Select Tools/Macro, and type AUTOEXEC in the Macro Name box. Then click on Edit. Type the following line between Sub Main and End Sub:

```
If AppMaximize() = Ø Then AppMaximize
```

Save your changes and exit. When you restart WinWord, this macro checks to see if the application window is maximised. If it isn't, the macro maximises it for you. You can also put any other commands in the AUTOEXEC macro that you want to run whenever you start WinWord.

Inserting Smart quotes automatically


```
Sub MAIN
StartOfDocument
EditFind .Find = Chr$(34), .Direction = 2
While EditFind()Found()
    EditClear
    stWhite$ = Chr$(34) + Chr$(147) + Chr$(148) + "°()[{<=>"
    SelfType 1
    Dim frdlg As FormatCharacter
    GetCurValues frdlg
    If(CharLeft(1, 0) = 0) Then
        FormatCharacter frdlg
        Insert Chr$(147)   'insert double open quote
    Else
        chPrev$ = Selection$()
        CharRight 1
        FormatCharacter frdlg
        If(Asc(chPrev$) <> 32) Or(InStr(stWhite$, chPrev$)) Then
            Insert Chr$(147)   'insert double open quote
        Else
            Insert Chr$(148)   'insert double close quote
        End If
    End If
EditFind .Find = Chr$(34), .Direction = 2
Wend
StartOfDocument
ENDIT:
End Sub
```

One of the touches that distinguishes a typeset document from a typed one is special publishing symbols, like Smart quotes. With WinWord (or just about any Windows program), you can insert double open and close quotes by holding down the Alt key and typing 0147 or 0148. But why force yourself to remember non-intuitive codes? Here's a short macro that does the job.

Select Macro/Edit from the main menu (Tools/Macro in version 2.0), call the macro SmartQuotes (no spaces allowed), and press Enter or click on OK. Between the Sub MAIN and End Sub lines that appear, type the macro that appears in the screenshot above.

To save the macro, press Ctrl-F4 and answer Yes to the dialog box. To assign the macro to an easy-to-remember key combination, select Macro Assign to Key from the menu bar.

Highlight SmartQuotes in the Macro Name list box, press
Ctrl-Q, and then Enter. Now, whenever you press Ctrl-Q,
WinWord will return the cursor to the top of the screen and
begin searching the document for typewriter-style quotation
marks. When the macro hits one for the first time, it removes
the character. Then it instructs the macro to regard paren-
theses, brackets, and other characters that might precede or
follow quotes, as spaces. This helps the macro decide whether
to insert an open or close quote. If the character to the left is
a space (or counts as one), or if it's the first character in the
document, the macro inserts an open quote. If not, it inserts
a close quote. It repeats this procedure until it reaches the end
of the document and returns the cursor to the start.

Getting rid of document1

To start WinWord without the usual blank document, select
the Word icon in Program Manager and press Alt-Enter to
bring up the Program Item Properties dialog box. The
Command Line box contains WinWord's path and file-
name. Add /N to the end of this command line. The line
should now look something like this:

```
C:\WORD2Ø\WINWORD.EXE /N
```

Click on OK. When you next start WinWord, you'll get a
blank screen.

Fine-tuning your zoom controls

To move quickly between views, use the ViewZoom com-
mand on your toolbar. Select Tools/Options, and choose the
Toolbar set of options. Select a button you don't use from
the Tool to Change box. Pick a new button face (such as the

binoculars icon), then select Commands in the Show box. Scroll through the list of commands and select ViewZoom, then click on OK.

When you click on the ViewZoom button, a large arrow will drop down from the button. Hold down your mouse button, and scroll up and down this arrow to set the degree of magnification. When you release the mouse button, your document will be zoomed to that degree.

Splitting a table

If you want to insert text between parts of a WinWord table, or if you're trying to break a table into two sections, try this trick. Position the cursor where you want the break and press Ctrl-Shift-Enter. WinWord does the rest.

Selecting your entire document

To select an entire document for a global change, move the cursor into the left-hand margin until it changes from an I-beam to an arrow, then press Ctrl and the left-hand mouse button. Alternatively, press Ctrl-5 on the numeric keypad. To select a whole table, press Alt-5.

Drawing lines

Most word processing users draw lines or fill in blanks by using the underscore key. But this can force you to do a lot of trial-and-error reformatting, especially if you change text or fonts. A surer route to elegant and precise lines is to use tabs and leaders. Let's say you want to draw a line 2in. long, beginning exactly 4in. from the left-hand margin. Using the Ruler or the Format Tabs dialog box, insert two left-aligned tabs, one at 4in. and another at the 6in. mark. Next, open the Format Tabs dialog box, select the Tab Position at 6in., click

on the button next to Leader 4, and click on OK to save the new tab settings. When you press the Tab key twice, you'll see an unbroken line on-screen—and on your printed page.

Efficient cutting and pasting using Spike

If you compile documents by cutting and pasting from a variety of files, get to know WinWord's Spike. This feature takes its name from the spindle on which you skewer odd scraps of paper, and works in a similar way. Unlike the clipboard, the Spike accumulates all the text you send to it in a buffer, without clearing it each time. Use the Unspike command to insert the contents of the Spike into your document. To do this, first highlight the text you want to spike, and press Ctrl-F3. Repeat the process for all the text you need. To unspike the accumulated text—and empty the Spike—press Ctrl-Shift-F3. Alternatively, select Edit Glossary, highlight Spike and click on Insert. Selecting the Glossary entry doesn't empty the Spike.

Pasting paragraphs

Copying text from one location to another in a WinWord document quickly becomes second nature, but it's also surprisingly easy to copy paragraph formatting. This trick can be a real lifesaver if you have to copy indents and tab settings that take a lot of time to get right. First, select the paragraph you want to reformat, then press Ctrl-Shift, point to the paragraph whose formatting you want to copy, and click the left-hand mouse button once.

Editing columns

When editing in WinWord, most people only use the left-hand mouse button for blocking portions of their document.

This works well unless you're dealing with columns of information, where line-by-line editing quickly becomes tedious and time-consuming. The solution is the right-hand mouse button. Hold down the right-hand mouse button at one corner of the column and drag to the opposite corner of the column you want to highlight. This enables you to select any rectangle of text or graphics anywhere on the screen, ready to delete, move or reformat.

WordPerfect for Windows 5.2
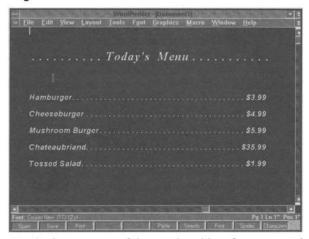
Using QuickMenu for quick switches

In WordPerfect for Windows 5.2 you can switch to another button bar or edit your own with a click of your mouse. Just point at the button bar and click the right-hand mouse button for a QuickMenu listing all of your button bars. To switch to a different button bar, simply select it with the left-hand mouse button. This menu can be used to create a new button bar or edit existing ones, or to change button bar display options.

Collecting clipped text for easy access

If you need to collect several blocks of text in one place, use WordPerfect's Append to Clipboard feature. Select a block of text and choose Edit/Copy or Edit/Cut. Select the next block you want to copy and choose Edit/Append to append it to the text already in the Clipboard. Then press Del if you want to remove the second block. Choose Edit/Insert to insert the accumulated blocks of text into another document or a different part of the same document.

Creating dot leaders


```
WordPerfect - [Document1]
File  Edit  View  Layout  Tools  Font  Graphics  Macro  Window  Help
```

. . . . *Today's Menu* . . . .

Hamburger. $3.99

Cheeseburger $4.99

Mushroom Burger. $5.99

Chateaubriand. $35.99

Tossed Salad. $1.99

```
Font: Courier New (TT) 12 pt                        Pg 1 Ln 1" Pos 1"
Open  Save  Print          Paste  Search  Font  Speller  Characters
```

Dot leaders, or rows of dots, make tables of contents and other columnar information easier to read. To insert dot leaders between left-justified and centred text, first type the text to appear on the left-hand side. Press Shift-F6 (Centre) twice to insert the leaders, and then type the text to be centred. Press Alt-F6 (Flush Right) to insert dot leaders before right-aligned text.

To set leaders for tabs, first show the ruler. Click on the dot leader tabs button (the left-hand button), and dots will appear under the tab icons. Set the tabs you want to be preceded by dot leaders by dragging the tab icons onto the ruler.

Calculating without a spreadsheet

Need to make a quick calculation? Don't start up your spreadsheet—use WordPerfect's Tables feature. To create a

table, choose Layout/Tables/Create, and specify the number of columns and rows you want. To enter formulas, choose Layout/Tables/Formula, and type the formula you want to use. Refer to cells by row and column (A1, B2, and so on), and use any mathematical operator on your keypad, plus parentheses. If you have a WordPerfect for Windows release dated 30 April 1991 or later, you have a few more choices: AVE(A1:A5) produces the average of cells A1 to A5, SUM(A1:A5) adds the cells up, and PRODUCT(A1:A5) multiplies them. SUBTRACT(A1:A5) and QUOTIENT (A1:A5) subtract and divide a range of cells respectively. Any time you change the value of a cell, you need to recalculate all the formulas in that table. Place the cursor in the table, and choose Layout/Tables/Calculate to update the values.

Creating private notes

With WordPerfect's Comment feature, it's easy to insert private notes into your documents. Choose Tools/Comment/Create to begin a new comment, and type your remarks in the box. When you've finished, click on OK. Your comment will appear in a box on-screen, but it isn't printed with the document. To convert the comment into text that will print, choose Tools/Comment/Convert to Text. Comments won't appear in a document that has columns, however.

Simplifying macro creation

The Macro Command Inserter (in WordPerfect for Windows releases dated 30 April 1991 or later) makes it easier to edit macros. To use it while editing a macro, place the insertion point where you want a command and press Ctrl-M. Choose the type of command you want to insert (WordPerfect or program commands), select the command

from the list box on the left, and click on Edit. Specify parameters if necessary. When the Token Edit line shows the command as you want to insert it, click on Insert.

Typing shortcuts

Don't waste time retyping long phrases or names you frequently use—create shortcut keys to enter them with a single keystroke. To set a typing shortcut key, choose File/Preferences/Keyboard, and click on Edit to change your current keyboard layout. Select Text from the Item Types pop-up list, then click on Add to create a new item. Type a name in the first box, type the text you want in the larger box, then click on OK. If you've already copied the text to the clipboard, paste it here, choosing a shortcut key for the text. If you pick a key that's already used for a function or macro, click on Unassign and pick another. When you find an unused shortcut key, click on Assign, then click on OK and return to your document. When you need the phrase, simply press the shortcut key combination.

Displaying Open File on startup

Create a macro that displays the Open File dialog box each time you launch WordPerfect for Windows. To create the macro, open a new document and type the following:

```
Application (WP;WPWP;Default) 
File OpenDlg()
```

Save the file as OPENFILE.WCM in the directory that holds your macros, usually C:\WPWIN\MACROS. Now close WordPerfect and open the Program Manager group that contains WordPerfect for Windows. Highlight

WordPerfect's icon by clicking on it once. Then use the mouse to select File/Properties from the main menu. Move to the text box labelled Command Line, press the End key followed by the Spacebar to move the cursor clear of the filename WPWIN.EXE, and type /M-OPENFILE. Click on OK. Now launch WordPerfect for Windows by double-clicking on its icon. As soon as WordPerfect is loaded, it will automatically display the Open File dialog box.

Quick highlights

To block off or highlight a word, sentence or paragraph, use the left-hand mouse button. Two clicks selects the word on which the cursor is resting, three clicks the sentence and four the paragraph.

Selecting additional character sets

WordPerfect 5.1 allows you to select special characters—from the copyright symbol to Hebrew letters—through a series of quick but hard-to-remember keystrokes. WordPerfect for Windows makes the process much easier. Press Ctrl-W and click and hold in the Set box for a pop-up list of available character sets. Move to the one you want and release the mouse button. Point and click to choose a character. To insert a single character, click the Insert and Close button. To continue, click the Insert button and repeat the process until you've finished.

Easy ASCII file saves

When you write a message to share with someone who doesn't use WordPerfect, use this macro to save the document. If the file is already named, the macro changes the file extension to TXT and leaves the original intact. If you

haven't already saved the file, the macro prompts you for a filename and adds the TXT extension. Open a new file and type the following lines:

```
Application
(WP;WPWP;Default;"wpwpUS.WCP")
GetWPData(MacroVariable:FullFilename;
SystemVariable:Name!)
If (FullFilename= "")
Call (NoName@)
EndIf
StrPos(Dot;".";FullFilename)
If (Dot=0)

SubStr(PartName;1;8;FullFileName)
FirstPartName:=Partname +"."
Go (ChangeName@)
EndIf

SubStr(FirstPartName;1;Dot;FullFilename)

Label (ChangeName@)
NewName:=FirstPartName + "txt"
FileSave
(
FileName:NewName;
ExportType:160
)
Go (End@)

Label (NoName@)
Beep
```

```
GetString
(FullFilename;LENGTH=12;"enter a
name for this file:";"Name File")
Return

Label (End@)
```

Save the file in your macros directory as SAVETEXT.WCM. To replay the macro, choose Macro/Play from the main menu and enter SAVETEXT in the dialog box. You can also assign the macro to your button bar, the Macro menu or the keyboard, and replay it from there.

Tricking your Font button

You can assign fonts to the Font button on the WordPerfect for Windows ruler, but if you're using a scalable font, the ruler doesn't let you assign a specific point size. However, you can get around the problem by tricking the Ruler Fonts Menu. Before opening the menu, choose File/Select Printer, and click on your printer's name. Then choose Setup/Cartridges/Fonts/Select. Now select from the list a cartridge that contains a font similar to a scalable typeface you use. For example, if your typeface is CG Times (Scalable) on a Hewlett-Packard LaserJet III, then tell WordPerfect that you have the HP ProCollection cartridge installed in your printer.

Close the printer setup menu, and from the main menu choose Font/Font/Assign to Ruler. Among the new selections in the Font List box is Times Roman in 8, 10 and 12 point. Select any sizes you use and assign them to the ruler. Click on OK twice to return to your document. Now just click on the Font button TmsRmn 10pt(Pro) whenever you

SPEEDING UP SLOW LOADING

Here's some help if you get impatient waiting for Windows to load. Since Windows reads each line of SYSTEM.INI and WIN.INI before running Program Manager, you can speed up the process by editing these two files. Both are simple text files, and both contain superfluous lines designed to make them easier to read. If easy reading isn't a priority for you, simply remove all the blank lines from both files.

First, run the System Editor, then save both files with the TXT extension as a backup. Next, scroll through each file, deleting blank lines on the way. When you've finished, close the System Editor and make sure you've saved all the changes. Next time you load Windows, you should notice a marked acceleration in loading.

want to print in 10-point CG Times. You may have to experiment to find a cartridge with fonts that WordPerfect will treat as your printer's scalable fonts, but it's worth it for convenient access to your fonts.
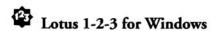
Placing formatting codes

Some formatting codes belong in a particular place in a document—for example, justification codes belong at the beginning of a paragraph, while Centre Page belongs at the beginning of a Page. With Autocode Placement on (the default setting), WordPerfect automatically moves margin, justification, line spacing and other codes to the beginning of the paragraph in which they are inserted, and moves codes such as Centre Page to the beginning of the page in which they are entered. To toggle Autocode placement on or off, choose File/Preferences/Environment and click on the Autocode placement check box.
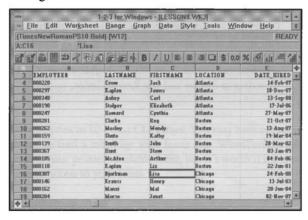
Resizing Reveal Codes

If you resize Reveal Codes, you can see more of the codes embedded in your document and fix errors or delete formatting more quickly. To resize or eliminate Reveal Codes, position your cursor on the bar separating the document and the Reveal Codes portion. The cursor will turn into a double arrow. Click and drag to resize. To eliminate Reveal Codes, drag the bar off the bottom of the screen. To bring up Reveal Codes quickly, use the vertical scroll bar. Above the up arrow and below the down arrow are small areas shaded black. When you position your cursor on either of these black shaded areas, the cursor turns into a double arrow. Click, and then drag to display and size Reveal Codes.

SPREADSHEETS

🔷 Lotus 1-2-3 for Windows

Maximising worksheets from the start

There's no obvious way to adjust the default startup size of
1-2-3 for Windows's untitled first worksheet, short of click-
ing on the maximise button (the up arrow or double arrow in
the top right of the worksheet's window). However, two
macro commands, {WINDOW-ADJUST} and {WIN-
DOW-STATE}, can do the trick. Either of these commands,
run with the correct parameters in an autoexecuting macro,
maximises the window. To adjust the left-hand and top
indents to zero, and paint a window measuring 640-by-350
pixels, use the adjustment parameters {WINDOW-

ADJUST 0,0,640,350}; to maximise the state of a window, use {WINDOW-STATE "maximize"}.

Simplifying file updates

Linking files under 1-2-3 for Windows is easy, but updating several links isn't always so painless. Part of the problem lies in the order in which you open files. Always open the source files before opening the file with links. This can also reduce recalculation time when the destination file updates itself based on new input.

Making your own SmartFill lists

The SmartFill command is no secret—you enter a number, select a range beneath it, click on the SmartFill icon, and 1-2-3 for Windows completes the series. With the SmartPak add-in, you can specify custom lists for the SmartFill command-and 1-2-3 fills in your budget categories or revenue sources. To set up custom lists, use Notepad to open SMARTFLL.INI from the 1-2-3W directory. You'll find a list of examples. Beneath these examples, you should include your own sets under separate paragraph headings, starting with [SET 3]. Begin each line with ITEM, a number, and an equals sign with no spaces, then enter the list item. Here's a sample listing:

```
[SET 3]
ITEM1=Table of Contents
ITEM2=Letters
ITEM3=New
ITEM4=Columnists
ITEM5=Features
ITEM6=Help
```

After entering the last item on the list, save the changes to SMARTFLL.INI, and restart 1-2-3 to see the effects.

Improving your prompts

Instead of the plain old macro command GETNUMBER, use the SmartPak replacement WGETNUMBER, which not only provides better-looking prompts but also adds three important features. It enables you to specify default input values, accepts formulas as expressions without forcing conversion to values, and allows a macro to terminate during a prompt for input.

The \o and \n macros illustrate the differences between the two commands—the first uses GETNUMBER, the second, WGETNUMBER. WGETNUMBER takes up to four arguments. The first is the text inside a dialog box, while the second is the range in which the command stores the input to the prompt. The third argument, which is optional, specifies a default value to enter into the worksheet if you press Enter or click on OK without typing an entry. (The \n macro doesn't specify this argument.) The final argument is the title for the dialog box that displays the prompt for input.

Attaching macros to SmartIcons

Keeping your macros a mouse-click away can be achieved by attaching them to SmartIcons. First, make sure your macro works properly, then choose Tools/SmartIcons/Customize. Select an icon from the Custom icons group in the dialog box, and click on the Assign Macro button. Select the Range text box, highlight a range of worksheet cells containing the macro, and choose the Get Macro button. Then click on OK, and click on OK again in the next dialog box. If your icon doesn't appear on-screen now, there are at least three

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FILE MANAGER'S QUICK DELETES

The File Manager's default settings for deleting files are wisely geared for the cautious—the constant query Delete Me can be annoying if you have entire subdirectories to clear. To remove the safety net and shave minutes off your file management, select File Manager's Options menu and choose Confirmation.

If you delete multiple files in the same subdirectory, click on the first option, Confirm on Delete. If you're going to remove whole nested subdirectories, click on the second option, Confirm on Subtree Delete. To play it safe again once you've deleted your files, you should reselect both options or, at the end of the session, don't save the changes you've made to the configuration.

---

ways to make it visible—you can remove other icons that you don't use, re-arrange icons or make the icon palette float and resize it.

Creating your own SmartIcons

With patience and a steady hand, you can make your own SmartIcons in 1-2-3 for Windows. Unlike many Windows icons, SmartIcons are plain BMP files that can be handled by Paintbrush.

To create a new SmartIcon, you simply open up an existing BMP file from 1-2-3's SHEETICO directory, or select New from Paintbrush's File menu, and under Options/Image Attributes, select Pels as the unit of measure, and width and height figures as 768 and 480. You can then zoom in on the tiny image, and edit the map grid until you have created the appropriate icon. Then save it in SHEETICO, and you'll find that it appears in the Tools/SmartIcons/Customize dialog box.

Simplifying macro debugging

Testing short blocks of code before integrating them into a full macro makes debugging quicker and easier. Press Alt-F3 to bring up the Tools Macro Run dialog box, and pick the block of code you want to run. There are several ways of doing this. You can either enter the cell address or use the arrow keys to move to it, and either enter the range name for the first line of code or pick the range name from the dialog box's list. To test discrete sections of code in the middle of a larger macro, copy them to a different range before trying this technique.

Speedy macro execution

To accelerate the execution of a macro, turn off the Windows screen refresh whenever you can. Use 1-2-3's {WINDOW-SOFF} command at the start of a macro, and insert {WINDOWSON} at the end. This not only speeds execution of the macro, but also improves the appearance of your screen during macro execution by suppressing high-speed scrolling and cell updates.

Selective cell clearing

If you want to remove one aspect of a cell, such as the number formatting or a style assignment, for example, use the Edit/Clear Special command to delete only the element that you don't want.

Creating two views of a worksheet

Since 1-2-3 for Windows won't let you open two windows on the same file, use the split-screen feature to divide one window into panes. Grab a button with double-headed arrows from the left of the horizontal scroll bars and above

the vertical scroll bars—the mouse pointer changes when you find the right spot—then drag the button out or down. The vertical line that subsequently appears in the worksheet shows where the file will be split when you release the mouse button. This doesn't affect the file contents on disk, it just allows you to look at two parts of a worksheet at once, making large spreadsheets easier to work with.

Switching worksheets quickly

The standard ways of changing windows when you have several worksheets open—clicking on the title bar or selecting options from the Window menu—aren't always the quickest methods. Here are some speedy keyboard shortcuts. Begin each shortcut by pressing Ctrl-End, which calls up the word File in the status bar.

```
* Ctrl-End Ctrl-PgUp
      Move to the next file
* Ctrl-End Ctrl-PgDn
      Move to the previous file
* Ctrl-End End
      Move to the last file opened
* Ctrl-End Home
      Move to the first file opened
```

Identifying SmartIcons

SmartIcons can give you faster and more efficient access to some features, but it isn't always easy to remember what each of these icons does. If you need a quick memory jog, just position the cursor over the icon in question and hit the right-hand mouse button. 1-2-3 will display a one-line reminder in the title bar.
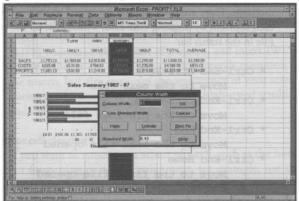
Excel 4.0 for Windows

Removing the start-up worksheet

The start-up blank worksheet is a nuisance to those who usually work on ready-made documents. To stop Sheet1 before you start, click on Excel's icon in the Program Manager, then press Alt-Enter. In the Properties dialog box that pops up, add the parameter /E after the reference to EXCEL.EXE. Now Excel will load with a blank workspace.

Sizing columns automatically

Excel's Best-Fit option ensures that each column is just wide enough to include all the characters it contains. To use it, select the column and choose Format/Column Width/Best Fit. But for a quick fit, click on the column letters to select the columns in question (or click at the intersection of column letters and row numbers to select the entire worksheet),

then move the cursor along the column headings until it changes to a black line with a double-headed arrow through it. Double-click the left-hand mouse button, and the columns are altered automatically.

Comprehensive search and replace

Excel's Formula/Replace makes it easy to update a worksheet by changing all instances of, for example, December to January. Simply key in the text to be changed and the replacement text in the appropriate boxes, then click on OK.
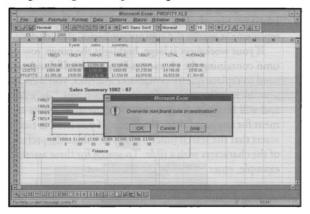
If your worksheet is large, highlight the range, row or column containing the characters in question. If, however, you need to replace question marks or asterisks, you'll encounter a problem. The replace function uses ? and * as wildcards, and will interpret ??? as a command to substitute a replacement for any set of three characters. If you need to find characters that the search function uses as wildcards, preface each of the characters with a tilde. To search for three asterisks, for example, enter ~*~*~* in the search box.

Customising default document templates

To produce new worksheets, charts and macro sheets formatted for your own work, save a new template in the XLSTART directory. The format of new worksheets charts, and macros depends on three templates, SHEET.XLT, CHART.XLT and MACRO.XLT, which are superseded by files of the same name saved in XLSTART. To test this technique, change the formatting of a blank worksheet and select File/Save As. Select Excel's subdirectory XLSTART as the target, and enter the name SHEET.XLT as the name. In the Save File as Type box, scroll down to Template, then click on OK. The next time you start Excel or open a new worksheet,

it will appear with your formatting. You can use the same technique to modify the default Chart and Macro Sheet—but always be sure to save the files as templates. Any worksheet or macro that's saved in XLSTART opens automatically when you start up Excel.

Disabling the drag-and-drop warning

Is Excel's drag-and-drop warning 'Overwrite non blank cells in destination?' getting you down? You can disable the warning by starting Notepad, locating EXCEL4.INI in the Windows directory, and opening it. In the [Microsoft Excel] section, insert the line:

```
DragWarning=Ø
```

Next time you start the program, you can overwrite existing data using drag-and-drop without interruption.

Quattro Pro for Windows

Adding custom menu items

Quattro Pro can be customised for your work patterns by adding your own menu items. The easiest way to do this is by using the macro command ADDMENUITEM. It takes as few as three arguments to place a new menu item and assign a macro to it. The first argument specifies the standard menu item before which your menu item appears, the second names the new menu item, and the third assigns a macro to the new menu item. ADDMENUITEM can also insert lines between menu items to form groups. But any changes you make with ADDMENUITEM aren't permanent, so it's best used in an Autoload macro. The following example uses ADDMENUITEM to add two new items—Average and Standard—to the Tools menu, just before the Advanced Math item:

```
\Ø      {ADDMENUITEM "/Tools/Advanced
        Math", "A&verage", "MACRO avgonly"}

        {ADDMENUITEM"/Tools/Advanced
        Math", "St&andard", "MACRO stdonly"}

        {ADDMENUITEM"/Tools/Advanced
        Math", "———"}

avgonly  @AVG({Up 2}.{End}{Up}){Down}
stdonly  @STDS({Up 2}.{End}{Up}){Down}
```

The & in the second argument designates the underlined active letter in an item's name. The keyword MACRO in the third argument names the menu item's macro. The final line in \0 separates the new items from the Advanced Math with

SMART USE OF SMARTDrive

Windows's SMARTDrive disk cache reaches a point of diminishing returns when it gets to around 1Mb in size. If you've assigned much more than that amount of RAM to SMARTDrive, you should use some of that memory to create a RAM disk, and then set up Windows to use that RAM disk to store its temporary data files. Use Windows' RAM disk utility RAMDRIVE.SYS to set up a RAM disk. Insert this line in your CONFIG.SYS file:

```
DEVICE=C:\WINDOWS\RAMDRIVE.SYS 1024 /E
```

This creates a 1Mb RAM drive in extended memory that will take on the drive letter following the last letter you've already installed (that is, E: if you have hard drives C: and D:). Next, open your AUTOEXEC.BAT in a text editor, add the following lines to make a directory, and divert Windows' temporary files into it:

```
MKDIR E:\TEMP
SET TEMP = E:\TEMP
```

a line. The macro Avgonly takes an average of a column of values starting two cells above the current cell, and Stdonly calculates the sample-based standard deviation for a column of values starting two rows up.
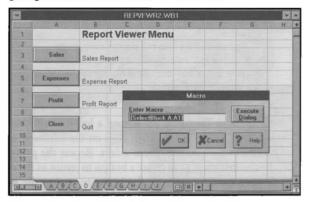
Swift editing of columns or rows

To select and edit a column or row quickly in Quattro Pro for Windows, click the right-hand mouse button on the column letter or row number. This selects the whole column or row and brings up the Active Block editing box. However, this trick doesn't work with multiple selections—here, you

must press Ctrl and click on all the selections with the left-hand mouse button, then click on one of the selections (with Ctrl still held down) with the right-hand button used for the Object Inspector.

Navigating notebooks with macro button menus

Using macro buttons to move around your notebooks is far more efficient than using tabs and scrollbars. First, select a blank page in your worksheet for the menu, then click on the button icon in the SpeedBar. Move the cursor (which will now change to a dotted box containing the letters ABC) to an appropriate spot, and click to place it. Replace or resize it if necessary by dragging, then click on it with the right-hand mouse button. Under Macro, use the SelectBlock command, followed by a page letter and cell address.

To make the button take you to the first cell on page A, enter {SelectBlock A:A1} in the Enter Macro box, and click on OK. Click on the right-hand mouse button again, and

MORE FILES IN THE FILE MANAGER

Making multiple selections in File Manager is straightforward enough—just press Shift and click on filenames to highlight contiguous files, or press Ctrl and click for non-contiguous selections. However, here are some tips for even easier and quicker file processing. Press Shift-F8 to enable the selection cursor—a blinking, dotted box that lets you select any number of files by pressing the Spacebar.

To select all the files in a subdirectory, press Shift/Backslash. To copy all the highlighted files at once, drag the cursor from one of the highlighted files to another disk drive or subdirectory.

under Label Text, give the button a helpful name, such as Expenses. Click on OK, then click on the left-hand mouse button to see how the macro works. Repeat the process on the destination page to create a button to return to the menu. If your menu page is D, for instance, assign the macro {SelectBlock D:A1} to the button, and label the button Return to Menu.
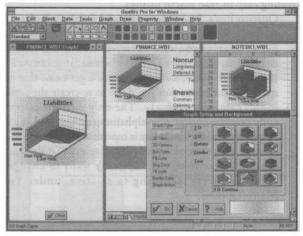
Running 1-2-3 macros in Quattro Pro for Windows

While Quattro Pro for Windows can run many macros from imported 1-2-3 worksheets, it needs to be warned in advance. First, click on Quattro's title bar with the right-hand mouse button to invoke the Object Inspector. Select the Macro entry in the list on the left-hand side of the box, check the Key Reader check box, and click on OK. You can now run 1-2-3 macros. Since Windows reserves the Alt key for selecting menu items, invoke the macro with the Ctrl key and a letter instead. Some macro commands—such as key-

stroke commands for the WYSIWYG menu and 1-2-3 for Windows—can't be interpreted by Quattro's Key Reader.

Generating better graphs

When adding graphs to your worksheet, keep a graphical audit trail to ensure that the options you pick are the best ones to illustrate your point. To check on your graphing options, click twice on the graph in your worksheet. Select File/New to open a new window, then select Window/Tile. Next, select the chart in your main worksheet, press Ctrl-Ins, and click on the new worksheet. Press Shift-Ins to paste in the chart, then click on the graph-editing window.

You can change legend, text, axes and chart type at will, view the changes in the main worksheet, and compare them with the static graphic in the third window. You can periodically paste a new iteration of the graph into the third work-
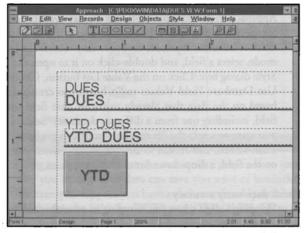
sheet, and compare the effects. When you've decided on a
final version, either delete the audit trail worksheet or save it
for later reference.

Creating easy-to-read macro listings

Quattro Pro's Tools/Macro/Record feature translates key-
strokes into macro commands and writes them to a macro
file. If, however, you want an easy-to-read listing, change the
default option to keystroke recording. Instead of
{SelectBlock B:A1}, for instance, you'll get a line that corre-
sponds to the keystrokes you'd use to re-create the action—
in this case, {Alt+e}gb:a1~. The only differences are that
curly brackets enclose non-alphanumeric keys and key com-
binations, and the Enter key is represented by a tilde (~). To
change to keystroke recording, select Tools/Macro/
Options/Keystroke/OK. You may want to change the
default address recording to relative, under Tools/
Macro/Options.

DATABASES

♣ Approach

Using nudge keys for precise layout control

In Approach it's possible to control the placement of objects with fine precision in forms, reports, form letters and mailing labels by using the arrow keys to nudge objects one pixel at a time.

While in Approach's Design mode, you select the object you want to move—this could be a field, a check box, a radio button, a graphic or a text block. Press an arrow key on your keyboard and you will move the object by one pixel. Choose Enlarge to zoom in up to 400 per cent for even finer control of these objects.

Automating routines

Make your database perform routine operations automatically: Create a macro called OPEN that specifies sorts and searches. Approach will run it when you open the database.

Instant value lists for easy data entry

Improve the accuracy and speed of data entry by using Approach to generate pick lists that display available choices for specific values. This is particularly useful if values, such as cities or customer types, are used for many records. In Design mode, select a field, and double-click on it to open the Field Style dialog box. Click on the Value List button. Choose the Use Database Field Values radio button to create the list based on the data that already exists for that field (or any field, including one from a different database). Select a field you want to apply the list to, click on OK to get back to the main screen, and return to Browse mode—when you click on the field, a drop-down list of choices appears.
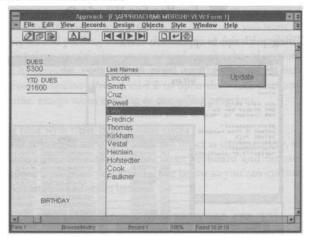
Check data-entry accuracy

Skipping a digit when you're typing in a number can be disastrous. Say that you want to confirm that a national insurance number field is either nine digits or left blank, go to Field Definition from Design mode, and select the national insurance number field (NINUM). Click on Options at the bottom right of the screen. Under Check Entered Data, check Formula is True, and enter the following formula:

```
Length(NINUM)=9 or (length(NINUM))=Ø
```

Approach will now allow entries of only 0 (blank) or 9 characters in length in the national insurance number field.
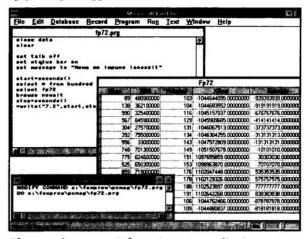
Year-to-date totals at a click

Using an Approach macro to accumulate year-to-date totals after you update your data can save you a lot of headaches. For example, suppose you have a club membership database-which includes fields for DUES and YTD_DUES. Go to the Design mode, select Define Macro from the Edit menu, and call the menu YTD, then click on the Set box located in the Actions portion of the dialog box. Select the field YTD_DUES, and type YTD_DUES+DUES in the formula text-entry box. Click on Add to update the macro and on OK to save the definition. You can then use the button tool to add an Update button to your form, and assign the newly created macro to it.

Each month after you enter the dues paid, click on the Update button, and Approach will add the dues amount to the total in the YTD_DUES field.

🦊 FoxPro for Windows

Giving quick tips to application users

If you need to convey information to an application user, use
the SET MESSAGE TO command in your program, and the
information will appear in the status bar. The following line
tells users how to obtain additional help on a form:

```
SET MESSAGE TO "Click on ? for
More Information"
```

Compiling and executing in one step

FoxPro can save you time when debugging your code.
Modify your code as needed, and simply press Ctrl-O to
compile and execute in one step.

Re-running commands quickly

Run commands a second time by opening the command window, placing your cursor on the command you want to repeat and pressing Enter. If the command doesn't work the first time, modify the command and run the altered version. The command window stores all your commands in each FoxPro session. Press Ctrl-F2 to open the window at any time, except when running or compiling programs.

Saving time with right-hand mouse clicks

Set your right-hand mouse button to act as the Enter key, to save time switching between your keyboard and mouse. Open a program, and add the line below so you can execute commands and select items:

```
ON KEY LABEL RIGHTMOUSE KEYBOARD CHR(13)
```

Closing all your windows at once

If you have a lot of windows open at one time, hold down the Shift key and select File/Close and all the open windows will close. Select File/Close to close only the active window.

Re-allocating resources for better performance

FoxPro is set up to use 90 per cent of your available memory by default. Cut down its drain on system resources, and your other applications may run better. Use an ASCII text editor to create the file CONFIG.FPW in your FoxPro directory. Enter the following line to give FoxPro 60 per cent of available resources, with a minimum allocation of 1Mb and a maximum of 3Mb:

```
MEMLIMIT= 6Ø, 1Ø24, 3Ø72
```

Add the time to your status bar by adding the following line into CONFIG.FPW:

CLOCK=STATUS

Access for Windows 1.0

Compiling before saving for better performance

If you don't compile your code before saving, Access recompiles code on the fly when you execute each procedure and subroutine, which makes execution slower.

Making fields appear when you need them

Create intelligent fields that appear just when you need them. Set up an example form called WIDGFORM that has a check box field called TAXABLE and a numeric field named TAX_RATE. Create a new module, and add the following lines:

```
Function NOTAX()
DIM F As FORM
SET F = FORMS!WIDGFORM
IF F!TAXABLE <> Ø THEN
F!TAX_RATE.VISIBLE = "YES"
F!TAX_RATEL.VISIBLE = "YES"
ELSE
F!TAX_RATE.VISIBLE = "NO"
F!TAX_RATEL.VISIBLE = "NO"
ENDIF
ENDFUNCTION
```

Save the module as NOTAX, and open WIDGFORM in Design mode. Then open the text box properties for TAX_RATE, change both Control Name and Control Source to TAX_RATE, and change the value in VISIBLE to No. Open the Label properties for TAX_RATE, and change the Control Name to TAX_RATEL and VISIBLE to No.

Next, open the check box properties for Taxable, and change the value in After Update to =NOTAX( ). Finally, open Form Properties for the entire form WIDGFORM, and change the value in OnCurrent to =NOTAX( ).

Open Widgform in Form mode, and click on the check box—the Tax Rate value will appear when the box is checked and disappear when it isn't. This function works by checking the value of Taxable—a Yes or No box. If the value is Yes, Access hides the TAX_RATE field, and the After Update property updates the screen immediately.

Drag-and-drop macro creation

Access makes full use of drag-and-drop functionality, and using it to create macros saves time and keystrokes. Open a database window, then select File/New/Macro to create a new macro. Position the Macro window so that the database window is visible. Now drag any queries, tables, macros, forms and reports to the Action portion of the Macro window. Access will then fill in the correct macro action and information.

Assigning shortcut keys

To run any procedure automatically when you open a table in Access, create a macro to redefine any keys for your form or table. To create a keystroke shortcut to perform a query, for example, create a macro called AUTOKEYS, go to

> **▬ FREEING UP DISK SPACE**
>
> When your disk space gets tight, simply remove Windows
> files you don't use. Removing the icons won't delete the
> files; you have to use the DOS DEL command, or use File
> Manager's delete option.
>
> The prime candidates for removal are wallpaper files
> you don't use—the BMP files in your Windows directory.
> Check all files with TXT extensions, print the ones you
> want a record of, then delete them. If you don't play
> games, REVERSI.EXE, REVERSI.HLP, SOL.EXE and
> SOL.HLP eat up a fair amount of disk space, too. Windows
> Write Terminal, Setup, the Recorder, the Clock and
> Paintbrush are often superfluous, so delete their exe-
> cutable (EXE) and help (HLP) files. These deletions can
> free up more than 1Mb of disk space.

Design mode, and click on the Macro Name button to show
the column. Enter ^Q to set the Ctrl-Q key, and select
OpenQuery from the drop-down list. Enter the name of
your query in the Query Name field below and save the
macro. When you type Ctrl-Q in this table, Access will per-
form your query.

Creating tables quickly

A quick way to create tables is to open a table (such as
Access's sample table, NWIND.MDB) in Design mode,
select a number of fields, copy them to the clipboard, and
then paste them into a new table. Access copies all com-
ments, properties and field names to the new database.
Create a standard table for name, address, city, county, post-
code and any other fields you need, and use it as a template
for future tables.

Running commands at startup

Create a macro that launches itself whenever you open your database. To create a macro that minimises a table when you open it, click on the Actions column of the Macro Design form and select Minimise. Save the macro as AUTOEX-EC—it will run when you open the database. You can bypass the macro by holding down the Shift key.

Paradox for Windows
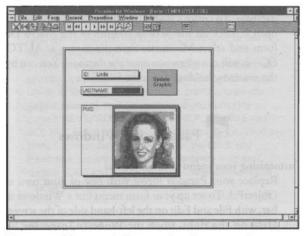
Customising your menu with ObjectPal

Replace your Paradox menu with one of your own using ObjectPal. To set up your form menu like a Windows menu bar, with File and Edit on the left-hand side of the screen and Help on the right, open the Property Inspector, select Methods MenuAction, and type the following code:

```
var
m1 Menu
endvar

m1.addText("&File")
m1.addText("&Edit")
m1.addText("\ØØ8&Help")
m1.show()
```

This routine overwrites the default menu with the newly-created one when you're editing data. Customise your menus in any form, but make sure you add the code that determines where each menu item branches.

Loading graphics into forms at the click of a button

You can add scanned photographs of your employees to a personnel database with Paradox's graphics field—then update the images in one step with the code on the next page.

Create an employee table with fields for first name, last name and ID; a graphics field named PIXS; and any other fields you need. Next, go to the forms designer and place the fields as you want them to appear, making sure to size the graphics field so that it can be viewed easily.

Use the button tool to create a button, and replace the text in the button with Update Graphic, for example. Remaining in Designer mode, click on the button to select it, click on the right-hand mouse button to open the Property Inspector, and select Methods. Choose pushButton method and click on OK to open the object methods. Add the following lines of code:

```
var
bmpfile Graphic
endVar

self.edit()
if bmpfile.readFromFile(":GRAPHICS:"+ID.
VALUE+".bmp")
then PIXS.VALUE=bmpFILE
ELSE
msgInfo("Whoops!","Can't find a picture
for "+ID.VALUE)
endif
self.endEdit()
```

Close the box by double-clicking on the Control Menu button. Now select Aliases from the File menu, and create an alias called GRAPHICS that points to your scanned images directory. Rename each graphic to match an ID field on a one-to-one basis—for example, if Michael Smith has an ID of A1005, you will have to copy the scanned image of this employee to A1005.BMP and place it in your GRAPHICS alias directory. You can use any Windows graphics format, but you'll have to modify the ObjectPal code to change it.

Finally, open the form and begin entering your data. When you've finished adding information to a record, click on the Update Graphic button to paste the image in the graphics field. If there's no matching graphic, Paradox displays an error message.

Designer SpeedBars
Configure your SpeedBar and place it anywhere on your Paradox screen. Select Properties Desktop from the main

Paradox menu, click on Floating, and select Rows and Columns to alter its appearance. You can now drag your detached SpeedBar anywhere on-screen to conserve valuable workspace.

If you're creating a form or report, click the right-hand mouse button on the SpeedBar to change its properties and operation. For example, if you have a framed box around your fields, click on the frame to select the box, then choose Properties Copy to SpeedBar. The next box you create inherits the properties of the box, including its frame. This technique works with fonts, lines and ellipses, but some properties can't be changed.

Checking available disk space while entering data

Tables with graphics can eat up precious disk space fast. Add a button to your data-entry form so you can instantly check available hard disk space. First, open your form in Design mode, and create a new button. Select the button, and click the right-hand mouse button to bring up the Property Inspector. Select Methods, choose pushButton, and add the following code.

```
var
c FileSystem
freeSpace LongInt
endVar

if c.findFirst("c:*.*") then ↖
 freeSpace = c.freeDiskSpace("c")
msgInfo("Available Disk Space", ↖
String(freeSpace) + " bytes")
endIf
```

This routine works by using ObjectPal's findFirst to see if any files exist. If so, freeDiskSpace reads the amount of available disk space and places the number into a string, which is then displayed in a dialog box. Add /1000 after freeSpace in the next-to-last line to display the information in kilobytes.

Superbase 2.01 for Windows

Playing sounds in Superbase

You can customise Superbase applications with sounds that play when dialog boxes open on any PC that has a sound driver. Select Program/Edit, and enter the following:

```
REGISTER CLEAR
REGISTER
"C:\WIN31\SYSTEM\MMSYSTEM",
"sndPlaySound","ACH"
wav$ = "c:\win31\tada.wav"
flag%% = 1
d$ = "New Selection"
w% = 16Ø:h% = 125
a%% = CALL ("sndPlaySound",wav$,flag%%)
```

The program works by registering the multimedia dynamic link library (DLL), then setting the Superbase command sndPlaySound to work with the DLL. To make this program work with dialog boxes, place the code that creates the dialog box after line six, then place the lines that open and close the dialog box at the end. When the dialog box is opened, the sound TADA.WAV will play.

Testing accuracy with random records

Produce random samples from your database to test data-entry accuracy. First, make sure your database includes a field containing the Superbase serial number generator, SER. For example, a field called SERIAL_NO, has a default formula of SER( ). Next, exit from Modify mode, and click on the equals sign to open the Display Group Filter. To select every fourth record, enter this line in the Formula box:

```
SERIAL_NO MOD 4 = Ø
```

Browse through your records—the filter will sort through every fourth field. You can print a report with the same filter.

Generating serial numbers automatically

It's a good idea to assign a unique serial number to each record in your database to simplify searching and indexing data. Use the SER function to make Superbase assign a serial number to each new record automatically.

When you're setting up a new database, include a serial number field. Choose File/Modify File or press F3. Click on Add to create a new field, call it SerialNo and click on OK. Ensure that the data type is Text, then click on Format and set the field size to six characters. Click on OK to return to the Modify File dialog box. Select the SerialNo field and click on the Calculation button. In the Formula box, type:

```
STR$(SER(SerialNo.Datafile),"ØØØØØØ")
```

This will set up the serial number function. (Change Datafile in this expression to the name of your database file.) Click on OK when you've finished defining fields.

LOADING MINIMISED APPLICATIONS

It's handy to load some Windows 3.0 applications minimised as icons—for example, the Clock, an email alarm and so on. There are two quick ways to do this. For a one-time-only loading, hold down the Shift key and double-click on the icon in the Program Manager group. To load a minimised application every time you start Windows, open WIN.INI and edit the LOAD = line to include the program's file COMMAND-CLOCK.EXE, for example. Don't forget to include the file's path if it's not in the Windows directory. You can stack several filenames in the line, separated by semi-colons, to load several applications. Users of 3.1 drag icons into the STARTUP group.

Each time you add a new record, Superbase assigns it a new serial number, which will be one greater than the last serial number assigned. Because Superbase keeps track of the last serial number assigned in the database, serial numbers are never duplicated—even if you delete records.

Mailmerging with WinWord

If you want to use Superbase data in a letter, use Dynamic Data Exchange (DDE) to create a direct connection between Superbase and Word for Windows. First open a database in Superbase and select Edit/Copy Link. Then switch to WinWord and position the cursor where you want to insert a field from the database. Choose View/Field Codes to ensure that field codes are displayed. Then choose Edit/Paste Special, and click on Paste Link. You'll see a DDE link statement similar to this:

```
{DDEAUTO SB4W C:\\SB4W\\DATA.SBF SELECT
\* mergeformat \t}
```

Replace SELECT in this code with the name of the field whose contents you want to insert. Then choose Edit/Links, select the new link in the list box, and click on Update Now. Choose Edit/Paste Special, and click on Paste Link for each field you want to insert, replacing the word SELECT in each code with a fieldname. When you've finished, choose View/Field Codes to turn off the field codes display. You'll see data from the current Superbase record displayed in each code location—choose File/Print to print the letter with this data. If you view a different record in Superbase, the merge document is automatically updated in WinWord, making it easy to print as many copies of the letter as you need.

DESKTOP PUBLISHING

PageMaker 4.0

Saving time with in-line graphics

Trying to space a series of repeating graphics evenly across a page or column is easy when you set up the series as in-line graphics. First select the text tool (not the pointer), then click on the page to get a blinking text-insertion point. Place your first graphic using the As In-line Graphic option. Select the graphic, copy it to the clipboard, then paste it repeatedly until you've got the full quota. Lastly, select the entire line of in-line graphics and under Type/Alignment, select Force Justify. The graphics will space themselves evenly between your margins.

Controlling the magnification of all the pages in a document

To open all your pages at, say, 200 per cent magnification, open the Page menu, press Alt-Ctrl, and select the view.

Coping with crashes with Autostore

PageMaker has an Autostore feature that can save you after a crash. Every time you invoke a major function the program saves your changes in a temporary file. If your system crashes while you're working on a file, PageMaker will load the temporary file the next time you call up the main one. If you're working on an unnamed new file during a crash, look for a

filename like ~PM4280E.TMP in your Windows temporary directory (usually \TEMP).

Positioning duplicate graphics

To position duplicate graphics, copy the original, and then paste it. This creates a duplicate on top of the original. Move the duplicate where you want it, and then press Ctrl-Shift-P. This pastes a second copy in the same relative position as the first copy is to the original. Then repeat the Ctrl-Shift-P keystroke combination as often as you need to create more copies.

You can use this trick to place duplicates in exactly the same position on different pages—just copy the first duplicate to a new page and repeat.

Aligning new lines

To start a new line without invoking the formatting for a new paragraph (in a two-line headline, for example), use the new-

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MAKING GOOD USE OF MEMORY

When a dialog box pops up saying there's no more memory and you need to run several applications at the same time, don't buy a new stock of SIMMs without trying this quick trick first. Fire up your larger applications first and the smaller ones last, and you can often fit more programs into the same amount of RAM. If you don't know how much memory an application takes up, select Help About... from the File Manager or Program Manager before you launch the program. Note the amount of free memory or free resources, then run the program. Press Alt-Esc to get back to the Windows shell, and check the difference. Repeat for all your applications.

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line character (Shift-Enter). This is especially useful when the current style calls for indents or a blank line before or after a paragraph—the new-line character will break the line without adding the spacing.

Controlling the movement of text blocks

To move a text block quickly and accurately in a straight line, hold down the Shift key before you drag. The four-headed arrow will turn into a two-headed one, and the movement will be restricted to either the vertical or horizontal axis— whichever you move it along first.

Anchoring your graphics to the text

For a logo that marks the end of a story or a chart which is permanently tied to a section of a report, use an in-line graphic. In-line graphics are anchored to their position in the text, not the page.

To create an in-line graphic, highlight a regular graphic, cut it to the Clipboard, select the text tool, place the cursor at the insertion point, and paste.

Story-editing rotated text

You can't edit rotated text in the layout view in PageMaker 4.0, but you don't have to unrotate it to make changes. Edit it in the Story Editor instead. Just select the text, triple-click to load it in the Story Editor, and make your changes to the text or type style.

Quick story imports

The quickest way to bring a story from another PageMaker document into your current publication is to import it directly from an unopened file. File/Place can read

PageMaker files into a new document just as easily as a graphics or a text file—but with PageMaker 4.0 files, you have more options. The command brings up a dialog box that lists each of the different stories in a document and displays the first few words of each one to make them easy to recognise. Select the one(s) you want, or select all, and click OK to bring them into the current document. This trick also comes in handy for salvaging stories from a damaged file that you can't open in the usual way.

Improving photocopied greys

Greyscale halftones that look great coming out of your laser printer are often too dark or too high in contrast when you photocopy the document for distribution. Remedy this by lightening the image in PageMaker's Image Control menu.

Change the Lightness setting from 0 to about 25 per cent, or highlight the image and assign it a grey colour instead of black. Pantone 424 should work fine. You can also create a CMYK grey between 65 and 70 per cent. Select Element/Define Colours, and click on New in the dialog box to define a colour. Click on the CMYK option, and set Cyan, Magenta and Yellow to zero, and Black to the desired percentage.

Adding non-printing notes

If you need to leave notes for a colleague about a document, make editorial comments, or remind yourself of a task you haven't done, you can put non-printing comments in your document.

Set up a distinctive style called Comments that can be read easily on-screen—perhaps using a bright colour—and write notes of any length on PageMaker's pasteboard. They

won't interfere with the design of the document, and even if you don't get around to deleting them, they'll never appear in print.

Putting graphics on hold

You're about to place a graphic in PageMaker when you realise that you need to make a last-minute adjustment to the document before dropping the image in. Don't click on the pointer tool to cancel the placement—instead, simply hit the Backspace key. The graphic will automatically drop onto the PageMaker pasteboard, just to the left of your page, where it will remain until you position it.
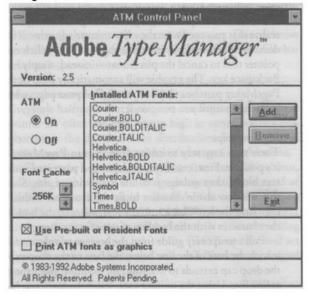
Creating drop caps

There's no easy way to create drop caps in PageMaker, but it's possible. First, cut the initial letter and paste it outside the text block, then enlarge it to the approximate size. Shorten the 'window shade' handles to fit the character width, and then drag the letter back into the text, aligning the bottom of the character with the baseline of your first paragraph.

Pull a temporary guide from the horizontal ruler and align it with the base of the line below the base of the drop cap—if the drop cap extends to line four, for example, place the ruler at line five. Using the pointer tool, select the main text block, then roll the shade up to the bottom of the drop cap so that only the lines under the character are showing.

Resize the block displayed to fit next to the drop cap. Now click on the bottom handle (it should be red) to pick up the remaining text. Paste this text below the drop cap—it should return to its original margins. Finally, align the first line of the major text block with the temporary guide you placed before.

a Adobe Type Manager

Increasing the font cache

ATM Control Panel

Adobe *Type Manager*™

Version: 2.5

ATM
- ● On
- ○ Off

Font Cache
256K

Installed ATM Fonts:

- Courier
- Courier,BOLD
- Courier,BOLDITALIC
- Courier,ITALIC
- Helvetica
- Helvetica,BOLD
- Helvetica,BOLDITALIC
- Helvetica,ITALIC
- Symbol
- Times
- Times,BOLD

[Add...] [Remove] [Exit]

☒ Use Pre-built or Resident Fonts
☐ Print ATM fonts as graphics

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All Rights Reserved. Patents Pending.

If you work with documents containing several fonts, you should consider increasing your font cache to improve performance. Click on the ATM Control Panel or use File Manager's File/Run option to run ATMCNTRL.EXE, then use the scrollbar buttons to increase the cache size. Depending on your usage and the memory in your PC, you can set the font cache from 64K to 8,192K—192K is a good starting point.

Simplifying document exchange with substitute fonts

ATM can substitute fonts to simplify the exchange of documents containing fonts which aren't on your system. For example, if you use ATM's Times font and receive files containing the Windows bitmapped font Tms Rmn, open the ATM.INI file (usually found in the same directory as Windows) and look for the section called [Aliases]. Then enter the following line and ATM will do the rest:

```
Tms Rmn=Times
```

Speedy printing with printer fonts

Speed up printing with ATM by using the fonts which are already available in the printer. For example, if you're using ATM with a LaserJet or any other PCL printer, make sure that the check box marked Use Pre-built or Resident Bitmapped Fonts is turned on. If it isn't, ATM builds a bitmap of the text in the relevant font, slowing down printing.

Bitstream FaceLift

Cache management

Fine-tuning your font cache under the Parameters option can make FaceLift perform at warp speed—as long as you remember that a bigger cache isn't always better. Windows itself needs memory, and if FaceLift is hogging too much, performance will suffer. If your PC has 2Mb of memory, set the cache no higher than 256K. For PCs with 4Mb or more, 512K is the maximum. Another factor is maximum cache height, which determines the character size that can be stored

there. Only set it at the maximum (128 pixels) if you're using a 300dpi printer, print large headlines, and have at least 2Mb of PC memory at your disposal. Finally, increase Windows' performance with FaceLift by checking the Save Cache to Disk dialog box.

Curing character substitution

If you type one character and another appears on your screen, don't immediately blame your typing skills. Your disk-based font cache may be corrupted. Select Parameters and check the filename—usually CACHEDMP.CCH—and its location. Then go into the File Manager and delete the file. FaceLift will rebuild the cache the next time you run Windows.

If this problem recurs, enter 90 into Parameters and turn off the Save Cache to Disk dialog box. Optimise your hard disk with a disk management utility before trying out a disk-based cache again.
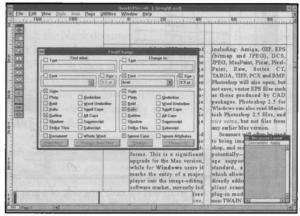
Setting threshholds

If you're not bothered by how faithfully a font is rendered at small point sizes—where you'd need a magnifying glass to see the difference—set higher thresholds in Parameters. The threshold sets the point size at which Windows fonts replace FaceLift fonts.

Since printed documents need faithful fonts more than monitors do, set printer thresholds at around 6 point and monitors at around 8 point. It's best to try out higher values to see how they look. Some FaceLift typefaces fare better than others, so FaceLift lets you override the global threshold settings. Under Typeface, select the font name and check Threshold Inactive to override the default settings.
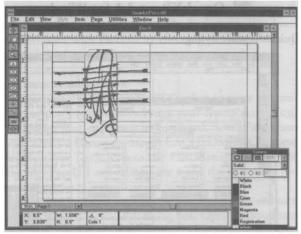
◈ QuarkXPress 3.1 for Windows

Quick character styling

In QuarkXPress, you can apply stylesheets to paragraphs but not to short selections of characters. When you need to apply complex text formatting to pockets of text throughout a long document, use Find/Change. In your word processor or in QuarkXPress itself, select the text in question and give it an easily applied Text Style that you're not otherwise using. Then, in QuarkXPress, select Edit/Find,Change, and deselect the Ignore Attributes check box.

In the Find What side of the Find/Change dialog box, deselect Font and Size, and select only the stand-in type style you used. On the Change To side, select new formatting to substitute for the style you originally applied. Then click on the Change All button.

Wrapping text round both sides of a graphic

QuarkXPress will wrap text on only one side of a graphic in a picture box, not around both. To wrap text around both sides of a slender graphic, create two stacks of one-line-high text boxes on either side of the graphic, and force the text to flow from box to box around the graphic.

This process, although rather labour-intensive, can produce some excellent results. Select View/Show Baseline Grid, and use Snap-to guides to position the text boxes as you draw them. When you reach the bottom, click on the tool palette's link tool and connect the text boxes from left to right across the picture, then diagonally down, and left to right again, creating a continuous link. Import your text into the upper left-hand text box, and the text flows properly from box to box. You can easily adjust each box to achieve the overall text wrap you want.
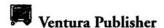
Sharing stylesheets

If you use Word for Windows to prepare text for layout in QuarkXPress, there's a quick way to use QuarkXPress stylesheets to pretag text in WinWord. In QuarkXPress, create a blank document that contains the necessary stylesheets, then use the Save Text command under the File menu to export the blank document's text in Rich Text Format (there isn't any text here at this point).

When you open the RTF file in Word, the QuarkXPress stylesheets will be available. If you save the QuarkXPress text in Word for Windows format instead of RTF, only the stylesheets which are actually applied to text in QuarkXPress will be transferred.

Easy reference with auxiliary dictionaries

Don't recreate your word processor's custom dictionary in QuarkXPress—import it. Open a blank document in QuarkXPress, select Edit/Get Text, and import your custom dictionary under the file type ASCII Text. It will appear in QuarkXPress as a list of words, one per line. Remove any words that contain numbers, hyphens and non-ASCII characters, such as Smart quotation marks—QuarkXPress is a bit finicky. Finally, use File/Save Text to save the list as ASCII text with the file extension QDT.

Ventura Publisher

Painless multicolumn headlines

Placing a headline over several columns in a multicolumn Ventura document can be tricky. Select Tagging mode, then

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CHANGING FILE ASSOCIATIONS

File Manager can run a program and open an associated file when you click on the file's name, but it doesn't always work the way you want it to. If you want to look at PCX files in Publisher's Paintbrush, for example, the default association to Windows' Paintbrush won't help. Fortunately, creating and editing file associations is simple. Select a data filename from any open subdirectory in File Manager, then select the File menu's Associate option. Enter the path and filename of the program you want to open with the file, and press Enter. To get a list of existing file associations, open WIN.INI and scroll to the section entitled [Extensions].

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click on the headline that you want to cross multiple columns. Select Paragraph/Alignment, and specify the Frame-Wide setting for the Overall Width. This setting overrides the multicolumn format of your underlying page, making the placement of individual headlines easy.

Easy style tagging

Inserting style tags in long Ventura documents is pure drudgery. To speed up the process, use your word processor's macro and glossary functions to do the job before you import a file into Ventura. In your word processor, open a Ventura document formatted with your favourite stylesheet. You'll notice style tags such as @TITLE = Title of this table.
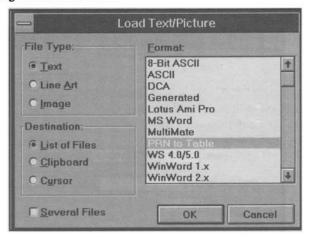
Create glossary macros in your word processor to insert the tag names at the left-hand margin of the text line. Then copy the capitalisation and spacing, and don't forget the @ symbol. To guard against misspellings, add Ventura's formatting codes into your spell-checker's custom dictionary, and check the spelling after inserting the tag names.

CHANGING FILE ASSOCIATIONS

File Manager can run a program and open an associated file when you click on the file's name, but it doesn't always work the way you want it to. If you want to look at PCX files in Publisher's Paintbrush, for example, the default association to Windows' Paintbrush won't help. Fortunately, creating and editing file associations is simple. Select a data filename from any open subdirectory in File Manager, then select the File menu's Associate option. Enter the path and filename of the program you want to open with the file, and press Enter. To get a list of existing file associations, open WIN.INI and scroll to the section entitled [Extensions].

Using tabs for easier tables

While creating a word processing document for layout in Ventura, create tables using tabbed columns, since they can
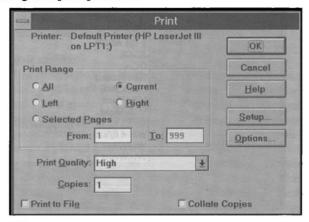
be easily converted in Ventura's Table Editor.

Copy each table as a block from your word processor, move it to a separate document, and save each as DOS text with a PRN extension. In Ventura, load a table file by using the PRN to Table selection in File/Load Text/Picture. This loads the file as a Ventura table, which you can then cut and paste as you wish.

Returning to the previous dialog box

To redisplay the most recently used dialog box, don't reselect menus and menu options—press Ctrl-X. This shortcut is particularly helpful when you're cropping and sizing an imported graphic.

Printing multiple copies faster

When printing out multiple copies, the Print window's Copies option works only if you select Collated copies. If you

don't collate, you can't enter a number in the Copies box. However, collating (printing the pages in successive order multiple times) takes dramatically longer. To get around this, click on the Setup box to bring up the Windows printer setup screen, and enter the number of copies you want under the copies option. Then print as normal.

Stylesheet naming conventions

When using Ventura Publisher for short documents such as flyers, create a stylesheet using tag names that describe text and font attributes instead of using generic titles like Headline or Subtitle. For example, tag centred 12-point Palatino PTO CTR 12p, and justified and indented 16 point Avante Garde AVGD JF IN 16p. You'll be able to tell at a glance each tag's font and basic attributes. To make stylesheets easier to re-use, use descriptive titles prefaced with double ampersands to ensure they appear at the top of the list in the Stylesheet dialog box.

Fast framing

When drawing several text boxes or frames in succession, use the Box Text or Add Frame tools. Press Shift as you draw with the tool. When you release the mouse button, the cursor will remain in its Box Tool or Add Frame shape, so you can draw another box or frame without reselecting the tool.

Table cut and paste

With the Table Edit tool you can cut or copy an entire table and paste it into another part of your document, but you can't paste it into a new document because it will vanish from the clipboard when you close the original document. Instead, cut or copy the table as before, then use the Add Frame tool

to create a new frame in your document (you'll need it only temporarily). Select the new frame with the pointer tool, then paste the table into it. Finally, cut the entire frame to the clipboard, open the new document, and paste it in the table-laden frame. Cut and paste the table into your document and delete the temporary frame.

Splitting captions

Some book designs position illustration caption labels in the margin to one side of the illustration, while keeping the caption text itself directly below the illustration. Ventura won't automatically split the caption this way, but try the following solution. Use the Anchors & Caption dialog box under the Frame menu to add a caption frame and label to the right or left of the illustration frame. Select the illustration frame, create a box using the Box Text tool, and then size and position it below the illustration. This new box keeps its position with the illustration. Enter your caption text in the Box Text box. Give the illustration frame enough additional vertical padding in the Sizing & Scaling dialog box to prevent your body text from overlapping the box.

DRAW & PAINT PROGRAMS

CorelDRAW

Writing comments on non-printing layers

If you need to write notes, you can use a nonprinting layer to display your message but keep your printouts clean. First, press Ctrl-1 to bring up the Layers roll-up, then select the right-hand arrow beneath the Roll-up button.

In the picklist that pops up, choose New, and assign the name Comments to the new layer. Click on the box labelled Printable so that the check mark disappears, and click on OK. Whenever you need to make a comment about your drawing, select the Comments layer, click on the text tool, and type away.

Interrupting sluggish redraws

CorelDRAW may make you wait a long time while it redraws complex drawings. Rather than waiting for the program, make it wait for you. Select Special/Preferences, and click on the Interruptible Display box. During any subsequent screen update, just click on any menu item to stop the redraw while you choose your next command.

Changing tools quickly

When you're using a tool from the CorelDRAW icon bar and want the pick tool (or pointer), press the Spacebar to

change tools quickly. When you've finished, press the
Spacebar to return to the last tool you were using.

Speeding up preview screens

When the preview window is showing, you can speed up
Corel's sluggish redrawing. Go to the Display menu and turn
off Auto Update so the preview will update only when you
click in the preview window. If you need to preview only a
part of the design, choose Display/Preview Selected Only to
limit the preview to the section you're working on.
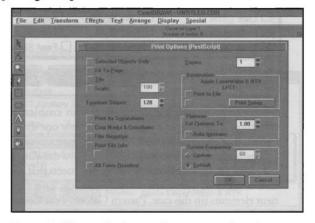
Disabling thumbnails

```
                    Notepad  CORELDRAW.INI
 File  Edit  Search  Help
 [CorelDrwFonts]
 Futura=15 Fuji.wfn 0
 Aachen_Bold=2 aardvark.wfn 0
 Arnold_Boklin=1 ARABIA.WFN 0
 Bauhaus=3 BAHAMAS.WFN 0
 Bauhaus_Heavy=1 BAHAMAHV.WFN 0
 Bauhaus_Light=1 BAHAMALT.WFN 0
 Brush_Script=1 banff.wfn 0
 Benguiat=3 bangkok.wfn 0
 Bodoni_Poster=1 bodnoff.wfn 0
 Bookman=15 brooklyn.wfn 3
 Caslon=15 casablca.wfn 0
 Caslon_OpenFace=1 casperof.wfn 0
 Century_OldStyle=7 centold.wfn 0
 Cottonwood=1 cottage.wfn 0
 Cooper_black=5 cuprtino.wfn 0
 Dom_Casual=3 CASTLE.WFN 0
 Zapf_Dingbats=1 dixiland.wfn 3
 Futura=15 Fuji.wfn 0
 Futura_ExtraBold=5 Fujibold.wfn 0
 Futura_Light=5 Fujilite.wfn 0
 Futura2=5 fuji2.wfn 0Eras=3 ERIE.WFN 0
 Eras_Black=3 ERIEBLAK.WFN 0
 Eras_Light=3 ERIELITE.WFN 0
 Friz_Quadrata=3 france.wfn 0
 Fette_Fraktur=1 Frankstn.WFN 0
 Franklin_Gothic=15 frankgo.wfn 0
 Franklin_Goth_Hvy=5 frankgoh.wfn 0
```

CorelDRAW displays a handy thumbnail preview of a file's
contents so that you don't waste time opening the wrong
drawing, but the thumbnail itself slows down operations
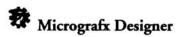such as saves. If your complex drawing takes too long to save,

try disabling the thumbnail. First, open Notepad and from your CORELDRW directory open CORELDRW.INI. Use the Search function to get to the line CDRHeader-Resolution=1. Change the 1 value to 0, then save the file. This sacrifices the preview, but it can save long minutes of drawing time. To bring back the thumbnails, change the 0 value back to 1.

Improving laser-printed fills

Fountain fills may look attractive on screen, but they sometimes print out with unimpressive banding. To improve the appearance of laser-printed fills when using CorelDRAW, choose the File menu's Print option and increase the number of Fountain Stripes. Start out at 80—or slightly higher if the filled area is large. However, since increasing the number of stripes slows screen redraw, use only five stripes until you need to print.

🎛 Micrografx Designer

Speed-editing selected features

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┌─────────────────────────────────────────────────┐
│                      Designer                     │
├─────────────────────────────────────────────────┤
│  Symbol ID:  │ design                          │  │
│                                                   │
│  ┌─Properties──────────────────────────────────┐ │
│  │ ☐ Background Color  ☐ Line Style  ☒ Fill Style│
│  │ ☐ Line Color        ☐ Line Width  ☐ Font     │ │
│  │ ☒ Pattern Color     ☐ End Style   ☐ Font Style│
│  │ ☒ Text Color        ☐ Dimensions  ☐ Font Size│ │
│  └─────────────────────────────────────────────┘ │
│                                                   │
│  ◉ All Symbols        ┌──────┐ ┌──────┐ ┌──────┐ │
│  ○ Single Symbol      └──────┘ └──────┘ └──────┘ │
└─────────────────────────────────────────────────┘
```

Micrografx Designer's Edit/Select option enables you to transform large areas of a drawing using only one dialog box by selecting all elements with certain properties in common.

For instance, to choose all the objects in a drawing with a red radial fill, first click on one object that meets that description to select it. Then, under Edit/Select, click on the pertinent elements (in this case, Pattern Colour, Text Colour and Fill Style—see above), and click on the Select button, Designer takes care of the rest.
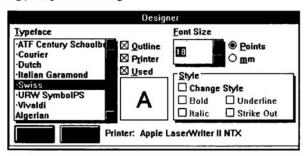
Easy and accurate bar charts

Other programs may do it automatically, but it's easy to dash off a quick and accurate bar chart in Micrografx Designer. The key is to keep an eye on the dimensions status line at the bottom of the screen while you're scaling the bars.

First, draw a columnar rectangle with the approximate

height-to-width proportions, then press Shift, and click and drag on the bar to duplicate it as many times as you need. With Designer's snap-to-grid feature, it's easy to keep the bases of the bars aligned. Then assign a pattern colour and other properties to each bar. Scale the bars, using the dimensions status line as your guide—for an 81 per cent increase, use 0.81in. or 8.1 picas (or another alternative based on your unit of measure). When all your bars are scaled, press Shift and click on each one to group them, and scale the whole chart to fill the allotted space before adding your chosen legends and titles.

Putting your plot in writing

Designer's CAD-like capabilities make its drawing files a natural for output on a plotter, but if you're using outline fonts, plotters won't print the text. Select Text Font to check that this is the case, and if it is, convert fonts to vectors by selecting Text Convert to curves and pressing OK. Once converted to curves, text can be manipulated like any drawing. You can't edit it, however, so use this technique just before sending your illustration to the plotter.

Recycling your symbols

When you've worked hard to create a design element with just the right fills and patterns, it's possible to keep it for reuse. Instead of saving each drawing in its own file and resorting to cryptic filenames, create a new file and paste in your favourite designs along one edge of the page. When they're all in place, you have the perfect template document to start up every time you work on a complex drawing.

Restoring the colours of imported picture files

Occasionally, Designer imports a bitmap or vector file with the colours reversed. This happens most often with AutoCAD DXF files, so there's a fix built into the DXF input dialog box—simply check off the Reverse Black/White box. If you get negative images from a TIFF file import, it's probably in compressed format. You can fix reversed TIFF images by opening the file in another program and saving it as an uncompressed TIFF file.

PhotoFinish

Opening files faster at startup

PhotoFinish's startup screen takes time to load, which is wasted time if you only want to load a new file. Luckily, you can cut straight to the Load a Picture from Disk dialog box whenever you start the program. Select Options/Preferences, and under At Startup, pick Open. The other options enable you to scan directly on startup, start a new file, or be greeted with a blank screen. This technique also works with PhotoFinish's cousin, Publisher's Paintbrush.

Full-screen picture editing

Don't try to work on a large graphic in a tiny box with scroll bars. Maximise the program by clicking on the up arrow or double arrow in the upper right-hand corner of the window, then press Ctrl-F to zoom to a full-screen view. This removes the menu bar from the top of the page, but you can still access it by pressing Alt and either the menu option's active letter (such as F for File) or the down and right arrows.
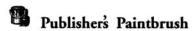
Removing screen clutter

The Palette, Width and Tools boxes are invaluable when you're working on a graphic, but they get in the way when you're trying to look at it. Press Ctrl-A to hide them all and get an unobstructed view of the picture, then repeat the keystroke to bring them back again. This technique also works in Publisher's Paintbrush.

COPYING ICONS AMONG PROGRAM GROUPS

It's useful to have some program icons in more than one program group—if you have a special group for desktop publishing, you'll want icons for your paint, drawing, page layout and word processing programs in one place. It's easy to copy icons from one group to another.

First, open two windows, one containing the icon you want to replicate, and one containing the program group you want to augment. Place the cursor over the icon and press the Ctrl key while pressing the left-hand mouse button. As you drag the cursor to the target program group, Windows displays a duplicate icon. Place this where desired in the second window and release the Ctrl key and mouse button. The selected icon is now present in both program groups, and the program can run from either one.

🎨 Publisher's Paintbrush

Saving your screen configuration

To save a new configuration of tool boxes, file dimensions, and so on whenever you leave the program, open the WIN.INI in a text editor, find the [PUPB] section, and change the line CONFIG ON EXIT=0 to CONFIG ON EXIT=1.

Resizing images without distortion

To maintain the aspect ratio of an image when resizing—to keep a circle from becoming an oval, for instance—hold down the Shift key before dragging the image's frame with the mouse.

🎞️ Freelance Graphics

Creating successful screen shows

If you're going to show your presentation on a PC monitor, make sure you've stepped through everything beforehand. There are three ways to run a screen show—pressing Alt-F10, selecting View/Screen Show, or clicking on the SmartIcon which looks like a film camera. When you first set up the show, select manual or automatic timing for changing the slides (manual timing requires a mouse click or keystroke to move to the next slide). Under Effects, pick a transition effect, check off Apply to All Pages, and click on OK. Avoid the temptation to use more than one transition—it may look exciting, but you're more likely to distract viewers from the

points you're trying to make. Most importantly, click on Show for a preview. If the slides don't fill the screen, select File/Printer Setup, and click on the radio button marked Optimize for Screen Show.

Creating hot links to 1-2-3 graphs

With all the graphing options available in Freelance, it's easy to lose track of the quickest of all—copying a named graph from 1-2-3 for DOS. When simple, effective and quick charts are all you need, select File/Import Graph. Next, select the 1-2-3 file which contains the graph, and click on Named Graphs. Select the graph to be imported from the list box and click on OK. By default, the imported graph will be dynamically linked to the original so that once the file's data is updated and saved, the chart's data also changes. If you prefer a static chart, select Edit/Link Options, and click on the Delete and Done buttons.

Quick drop shadows for rectangular objects

Want to make a text box or imported graphic stand out? Here's a quick way to create a rectangular drop shadow. Click on the rectangle tool and draw a rectangle. While it's still the active element, select Edit/Replicate. The replicated shape is offset correctly for a drop shadow, but it's on top, so select Arrange/Priority/Fall Back One. Now change the shadow's colour. Select Style/Attributes, and under Area 1st Colour, select a darker shade of the first box's colour, or perhaps black. Click on OK. While the shadow is still the active element, press Shift and click on the original rectangle to select it. Use Arrange/Group to link the two graphics. With a few modifications, this technique works fine for shadowing imported graphics.

Basic builds for effective screen shows

One technique for emphasising a topic in a slide or screen presentation is to display a list of your points repeatedly, highlighting each successive point as you talk about it. This is quick and easy—just write the full list of points in the first slide (in either Outline or Show Slides view), copy it, and paste it into as many slides as you have points. Then apply a text attribute such as boldface or a larger point size to the first point in the first slide, the second in the next, and so on.
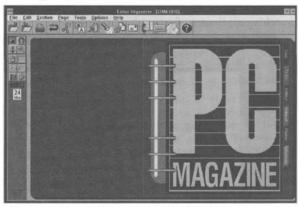
For shorter lists of topics which you deal with quickly, try using a build, in which you add points to a list as you mention them. In this case, it's faster to start with the full list, copy and paste it as appropriate, and then delete words. The judicious use of transitions makes this technique most effective in a screen show. Use the Bottom, Leftside or Rightside transition for a mock-animation effect in which the new list item slides into place.

PIMS

📓 Lotus Organizer

Personalising Organizer's main screen

You can personalise Organizer by placing your company logo on Organizer's opening screen. To add a graphic called NEWLOGO.BMP, for example, open ORGANIZE.INI in an ASCII text editor, and add these lines:
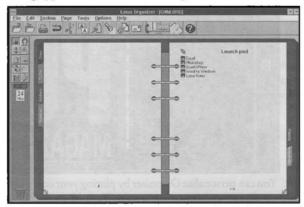
```
[TITLE]
Logo=C:\ORGANIZE\NEWLOGO.BMP
FitToPage=1
```

Specify the correct path and filename of your image, then restart Organizer. The FitToPage setting tells Organizer to

WINDOWS SECRETS

size your graphic to fit in the image window. An easier way to add an image is to open the graphic in an image editor. View the image full-screen, and hit the PrintScreen button on your keyboard to copy the contents to the clipboard. You may need to press PrintScreen twice on some keyboards. Open Organizer, hold down the Shift key, and select Edit/Paste—Organizer will place your image on the title page.

Launching applications from within Organizer

Set up an Applications Launch Pad by taking advantage of Organizer's ability to form links with other Windows applications. First set up a Notepad page called Launch Pad that will contain all your applications, and define its Type as Links. Click on OK, the Anchor button, then the Notepad page. Select Reference from the File menu, and type in the name of the appropriate application and path, or use the Browse feature to find a program file. Click on OK to establish your link. Repeat the process for all your Windows appli-

cations, and you'll have a single Notepad page dedicated to launching programs.

Quick-dialling in Organizer

Organizer's drag-and-drop capabilities make dialling phone numbers a snap. In a To Do list, set up names and numbers with any dial-out prefix you need. When you want to dial the number, drag the To Do entry to the phone button. Click on Dial in the dialog box, or modify the settings if necessary.

🐀 PackRat

Partial-word searches

PackRat searches will find a match only if the search string you ask for is at the beginning of a text string. To find search strings that appear somewhere other than at the beginning of a word—use the search screen's Text Within Keys. The keyboard shortcut is Alt-X. For example, if you're not sure whether you called someone Betty or Elizabeth, the Text Within Keys option lets you search for 'bet'.

Search log on the scratch pad

Usually, you can display the results of only one search at a time, even though a search can span multiple facilities. Use the Scratch Pad to display the cumulative results of several searches.

Dialling internal extensions

One of PackRat's most useful features is automatic phone dialling—but the full seven-digit number in your records

DIALOG BOX SHORTCUTS

When your mouse-navigating hand is tired, there's nothing worse than endless dialog box options to choose from. Fortunately, for every object you click on in a dialog box, there's a quicker keyboard shortcut. Try these:
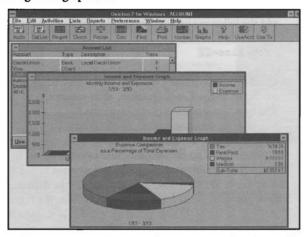
- Press Tab or Shift-Tab to jump between fields.
- Press Alt plus the underlined character in a field to jump straight into the option.
- Press Enter to activate the highlighted command button (usually OK, sometimes No, rarely Cancel).
- Press Escape instead of clicking on Cancel to quit a dialog box.
- Press the Spacebar to toggle check boxes off and on.
- In scrollbar lists of files, fonts and so on, move through the options using arrow keys.
- Press PgDn or PgUp to jump to the next box of options.
- Press the first letter of a choice to jump there.

won't help you dial an internal extension of three, four or five digits. PackRat's Prefix Translation provides the solution. Click on File/Preferences/Dial Info, and enter the full seven-digit number that's in your records. Then enter the number that you want PackRat to dial in its place. Click on OK to complete the command.

MISCELLANEOUS

Quicken for Windows 2.0

Zooming in on graph data

When viewing Quicken's graphs, you can get data from as far back as the transaction register. Click the right-hand mouse button on a bar chart or pie graph, and the value will appear in a window. Shift-click on a pie, and Quicken hides the slice. Double-click on a graph pie, and Quicken singles out that category and zooms you to a bar chart. Double-click on a bar, and a comparison pie chart appears. Double-click on a pie or bar of the new chart, and Quicken whisks you to the data in spreadsheet form. Double-click one more time, and

Quicken will open the transaction register, where you can add or modify any transactions.

Customising fonts for easy viewing

Quicken's transaction register can be difficult to see on some monitors. Increase the font size of the register to enter your transactions more easily. Use an ASCII text editor to open QUICKEN.INI, located in your Windows directory, and add the following line in the [Quicken] section of the file:

```
Fontsize=12
```

Quicken uses a default font size of 10 point; adjust the font size accordingly. Close Quicken, then restart the program. The new font size appears in all registers.

Printing reports in 1-2-3 format

Quicken offers no simple procedure to export account data into a spreadsheet—but you can print a report in 1-2-3 format. Select Reports, choose a form and set the date range—Quicken displays the form on-screen. Click on the Print button, and select 1-2-3 format from the dialog box. Type in the name of the file, and follow the prompts.
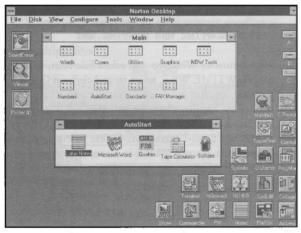
Norton Desktop

Dragging with the right-hand mouse button

Unless you make a habit of using the right-hand mouse button, you might overlook one of the most useful selection features of Norton Desktop for Windows—the ability to select

multiple files or directories at a keystroke. Open the Drive Window, and from either the Tree Pane or the File Pane, position the cursor over a file/directory name, press the right-hand mouse button, and drag to multiple select. Let go of the right-hand button to finish selecting.

Auto start your applications

Norton Desktop can start up applications automatically when it loads. Just place their group box icons directly into the AutoStart group box (which is generated during Norton Desktop's installation routine), and the next time you launch Norton Desktop those programs will load as well.

Hidden batch builder file

Norton Desktop ships with several sample batch builder files, but the installation routine often misses a handy routine

that inserts a reminder of the date and time on the Desktop's title bar. Check your Norton Desktop directory for NDW-TIME.WBT, and if it's not there, crack out your program disks. First, copy the program NPACK.EXE from the Emergency disk to your Norton directory, then insert the disk containing all your WB$ files. Copy NDWTIME.WB$ to your Norton directory, then run the following command from the DOS prompt:
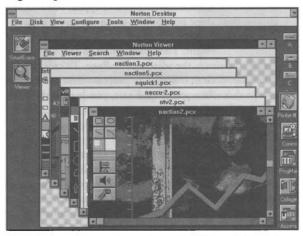
```
NPACK NDWTIME.WB$ NDWTIME.WBT
```

Now return to Windows and select File/Run, then Browse for NDWTIME.WBT, select it, and click on OK. The title bar now contains a date and time reminder. To make this a permanent feature whenever you start up Windows, select File/Run again, highlight the line C:\NDW\NDW-TIME.WBT, and press Shift-Delete to cut it to the clipboard. Next, open WIN.INI in Notepad, and paste the contents of the clipboard in the line beginning RUN=. Separate the batch loader command from any others in the line with a semi-colon.

Disabling SmartErase

SmartErase safely stores deleted files in a subdirectory so that you can retrieve accidental deletions days after you make the mistake, but it soaks up both RAM and hard disk space. Norton Desktop can retrieve deleted files immediately even when SmartErase is disabled. Select Configure/SmartErase and then deselect the Enable SmartErase Protection box. Erased files will no longer be stored in a special subdirectory, but you can still see and unerase them by double-clicking on the SmartErase icon.

This method still loads Erase Protect software in memory. To free up that extra memory, open AUTOEXEC.BAT in a text editor and find the line that reads EP/ON. Change the line to REM EP /ON and then reboot. To avoid having the message 'Erase Protect is not loaded and cannot be enabled', interrupt Windows startup, open NDW.INI in Notepad or another text editor. Look for the SmartErase heading followed by the line EPWarning=1. Change it to read EPWarning=O, and wave the error message goodbye.

Viewing multiple files

Use Viewer to browse through a stack of files quickly and easily. Double-click on the disk drive icon or press Ctrl-W and scroll to the correct drive to bring up the Drive Window. Then find the subdirectory containing the relevant files. Press Ctrl and click on each of the files (or use the right-hand

mouse button without Ctrl), and click on one with the left button, then drag them all to the Viewer icon. Norton automatically loads the Viewer utility and cascades the files you've selected.
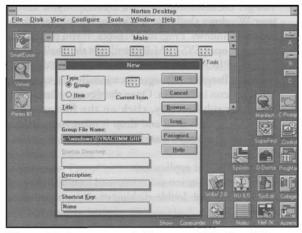
Accessing directories by typing

Norton Desktop lets you type your way to a file or subdirectory in the Drive Window. To get to a directory just type its name. A search box drops down showing what you've typed, and the Tree Pane shows a framed subdirectory beginning with the letters you've typed so far. When more than one directory contains the letters you've typed, Norton lets you choose from these possibilities using the arrow keys. As you type in more letters, the search narrows until you find the directory you want. Then press Enter to select it and list the files it contains in the adjacent File Pane. To cross over to the File Pane, click in it first. The process works the same there, except that when you press Enter, you launch the file or its associated application.

Speedy screen blanking

Norton Desktop's screen blanker Sleeper sports two features that are easy to miss, but can be invaluable. One enables you to blank the screen quickly, the other keeps it safe from prying eyes until you enter a password to restore it. Click on the Sleeper icon and, under Preferences, click on one corner in the Sleep Now box. Select the Use Sleep Corners box, and once you've clicked OK, you can blank the screen anytime by moving your mouse into the appropriate corner.

Alternatively, select a sleep hotkey, and use it to blank the screen. Enabling a password is just easy. In the Sleeper dialog box, click Password, and follow the instructions.

Converting Windows group boxes

Norton Desktop automatically converts Windows 3.0 group boxes into Quick Access groups on installation. But if you've used Program Manager as your shell for a while and you've created a new group, or if Norton misses one, here's how to update. Ensure that the Quick Access dialog box is open, then choose File/New, and select Group in the Type box. Click on the Group File Name field, and either type in the path and filename or click Browse and locate the correct GRP file in your \Windows subdirectory. Don't bother filling in the Title, since Norton requires you to use the name of the Windows group. If you want to change the name, wait until the group is converted, then select it, choose File... Properties, and change the name under Title. Be warned: too many Quick Access groups will slow down loading, so be selective when creating groups.

Back to Program Manager

You get the most from Norton Desktop if you install it as your Windows shell, but if you do, it's not easy to switch back to Windows' Program Manager. If you prefer Program Manager, open SYSTEM.INI and edit the Shell line to read SHELL=PROGMAN.EXE and restart Windows. Or to switch to Program Manager occasionally, set up a Program Manager icon in Norton. Open the directory listing for your Windows subdirectory, click on the filename PROG-MAN.EXE, then drag and drop it onto your desktop for double-click program launching.

Launching minimised applications

Launch an application as a minimised icon by holding down the Shift key and double-clicking on the application's desktop icon.

DynaComm

Viewing graphics on-line

If you're tired of waiting for weather maps or other graphical images to download from CompuServe, use DynaComm's image viewer to view them on-line. In CompuServe, simply choose READ instead of DOWNLOAD for the file you want to see. DynaComm opens a graphics window and begins displaying the graphic line by line as your modem receives it. When the graphic is complete, DynaComm beeps and returns control to the main session window. Unfortunately, you can't save images you've viewed in this way with versions of the program prior to version 3.10.02.

Adjusting the scrollback buffer

DynaComm's scrollback buffer is convenient if something scrolls past your screen faster than you can read it and you aren't capturing the text.

If your scrollback buffer is too short, just choose Settings/Terminal Preferences, and enter a higher number in the box that's labelled # of Buffer Lines. DynaComm's buffer can be as long as 399 lines.

Using the mouse on-line

Use the mouse to pick items and commands from a remote host's text menus. First choose Settings/Mouse Options to specify how DynaComm interprets mouse clicks. The Left Double-Click group specifies what action the program takes when you double-click on text in the terminal window with the left mouse button. Select Do Nothing if you want DynaComm to ignore left double-clicks. Choose Send Text with CR to make DynaComm copy the word you click on, enter it as if you typed it, and send a carriage return. Choose Send One Character if you want DynaComm to send just the character you click on without adding a carriage return.

The settings under Right Click specify what DynaComm does when you click once in the terminal window with the right-hand mouse button. Position Cursor moves the cursor to the place you click. Choose Send CR to make DynaComm send a carriage return whenever you click the right-hand mouse button.

Encrypting your own passwords

When you write a log-on script, it's a good idea to use an encrypted password. DynaComm's scripting language provides several easy ways to protect passwords. If you're writing

a log-on script that will be called from the dialler, use the PASSWORD( ) function to include the password in the current dialler directory entry.

If you aren't using DynaComm's dialler, you'll need to set up your own password-encryption routine. Use the PASSWORD argument with EDITTEXT to cover what you type on the EDITTEXT input line with asterisks. Then use the ENCRYPT function to scramble the password before you save it to disk. For example, the following code creates a dialog box that asks you to type in your password, covers the letters you type with asterisks, and puts that password in $PASS. It then scrambles $PASS with the file-encryption password 'Secret'.

```
SET $Pass ""
DIALOG
EDITTEXT 85 "Enter your password:" ▰
LIMIT 20 PASSWORD
BUTTON DEFAULT "OK" SET $Pass ▰
EDITTEXT(1), RESUME
DIALOG END
WAIT RESUME
SET $PASS ENCRYPT($PASS,"Secret")
```

To use the password in $PASS, you need to decrypt it using the password with which you encrypted it. You use the function DECRYPT($PASS,"Secret") to decode the password.

Terminal text printing

To print text from the terminal windows, select it with Your mouse. Then open the Edit/Copy Special menu and use the Printer option to send the selected data to the printer.

Quick text scanning

Unlike structured tables, Dynacomm's text tables are standard ASCII text files with records on separate lines, so you can use the commands for reading and evaluating records in text tables with any ASCII text file.

This trick can come in handy in several instances. For example, if you spool a series of messages to disk in an ASCII file, you can use the text table commands to read through the file to find out information on the message's sender, subject matter and other details.

Instant CompuServe file transfer

DynaComm can bypass some of the finicky work involved in CompuServe file transfers. From the Settings menu, select Terminal Emulation's CompuServe option. This automatically activates DynaComm's Support for the CompuServe Quick B binary file transfer Protocol. When you're ready to upload or download a file, instruct CompuServe to use that protocol, and DynaComm will automatically initiate the transfer.

Table variables in scripts

DynaComm's script language allows you to refer to specific fields of a structured table using the form R5.2 (where 5 refers to the table and 2 refers to the field), and to use a variable rather than an integer to refer to the field number, as in R5-field%. However, you can't use a variable expression for the table number, as it causes an error during script compilation. Instead, you have to enclose the variable in parentheses as follows:

```
R(%Table).2
```

New Function keys

It's easy to change the settings of the Function key buttons at the bottom of a DynaComm terminal session. For instance, to create a Function key that instructs a remote system to scan new messages, open the Settings Function Keys dialog box, name the button Scan New, and type Scan New Messages into the command field. To send an Enter command after the command string, add the characters ^M at the end as follows:

```
Scan New Messages^M
```

Dynacomm will then change the settings.